

**DEPARTMENT OF HEALTH SERVICES**

714/744 P STREET  
P.O. BOX 942732  
SACRAMENTO, CA 94234-7320  
(916) 327-5425



June 20, 2000

TO: Prospective Applicants

SUBJECT: REQUEST FOR APPLICATION (RFA) #TCS-00-102  
TOBACCO CONTROL THROUGH THE ARTS  
ADDENDUM NO. 2

On March 31, 2000, the California Department of Health Services, Tobacco Control Section (CDHS/TCS) released RFA #TCS-00-102 entitled "Tobacco Control Through the Arts." Since the release of the RFA, some changes were made and now need to be incorporated into your copy of the RFA.

Listed below is the replacement page for your copy of the RFA. Please discard the original page and insert the replacement page. The shaded areas indicate the changes. In addition, pages 24 and 25 are provided due to repagination.

Page Number

23 Review Process, Oral Interviews and/or Site Visits

We apologize for any inconvenience that these changes may cause.

Our technical assistance provider, Mr. Paul Minicucci, has changed jobs and he may now be contacted at (916) 322-6405 or by e-mail at [pminicucci@caartscouncil.com](mailto:pminicucci@caartscouncil.com).

If you should have any questions regarding this addendum, please contact Catherine Medina, Contract Manager, TCS, at (916) 445-2552. This addendum will also appear online at the CDHS/TCS website: [www.dhs.ca.gov/tobacco](http://www.dhs.ca.gov/tobacco).

Original signed by  
Dileep G. Bal, M.D.

Dileep G. Bal, M.D., Chief  
Cancer Control Branch

cc: Local Lead Agencies  
Regional Community Linkage Projects  
Ethnic Networks  
Competitive Grantees  
California Arts Council

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## VII. REVIEW PROCESS

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### A. Intent of the RFA Review Process

CDHS/TCS intends to award contracts to three to five agencies to create innovative pilot projects deemed most responsive to the requirements stated within this RFA.

### B. Review Process

Applications will be date and time stamped upon receipt at CDHS/TCS. No changes, modifications, corrections, or additions may be made to the application once it is received. Each application received at CDHS/TCS by 5 p.m. on Wednesday, June 28, 2000, will be reviewed for compliance with the requirements provided in this document. Applications that do not comply with the requirements will be excluded from the review. Omission of any required document or form, failure to use required formats for response, or failure to respond to any requirement may lead to the rejection of the application prior to the review. CDHS/TCS may waive any immaterial deviation in any application.

Each application that complies with the mandatory requirements will be evaluated and CDHS/TCS scored on a scale of 0 to 100 points by a review committee that may be comprised of CDHS/TCS staff, and other experts from the field of tobacco control, the arts community, and environmental groups. ~~Applications will be evaluated and scored on a competitive basis. Applications receiving a score of 75 points or more will be considered for funding depending upon the availability of funds and non-duplication of local, state, or national tobacco control initiatives. There is no guarantee that scoring above 75 will result in funding or funding at the level requested.~~ Applications receiving a score of 75 points or more will be considered for an oral interview and/or site visit. There is no guarantee that scoring above 75 will result in advancement to an oral interview and/or site visit.

The maximum point value of each section is as follows:

Narrative	30 points
Applicant Capability	30 points
Scope of Work and Evaluation	25 points
Budget and Budget Justification	<u>15 points</u>
	100 points

### C. Oral Interviews and/or Site Visits

CDHS/TCS ~~will~~ may conduct oral interviews and/or site visits with the top ranking selected applicants to establish their capability. ~~Criteria and instructions for site visits will be sent under separate cover to applicants who score above 75 and who may be considered for an award.~~ Criteria and instructions for site visits will be sent under separate cover to applicants who score above 75 and are recommended for site visits by the reviewers. Final funding criteria may include: 1) proposal score, 2) site visit score, 3) discipline (i.e., museum, theatre, etc.), and 4) geographic representation. Funding is contingent upon the availability of funds and non-duplication of local, state, or national tobacco control initiatives. There is no guarantee that funding will be awarded at the level requested.

#### **D. Notification of Decision**

Each applicant, whether selected for funding or denied, will be notified in writing of the funding decision. Applicants may receive, upon written request directed to CDHS/TCS, the consensus review tool summary page for their application which provides the score and overall strengths and weaknesses of their application.

#### **E. Contract Negotiation**

Following the award notification, contract negotiations will occur with the potential contractor in a timely manner. CDHS/TCS reserves the right to reject any proposed project(s) or project component(s). Following contract negotiations, the contractor is required to submit a detailed Scope of Work, Parts I and II, Budget, and Budget Justification in accordance with CDHS/TCS requirements, which will become part of the formal grant. Upon completion and approval of these documents, the grant will be fully executed and work may commence.

CDHS/TCS reserves the right to withdraw any award if an acceptable Scope of Work, Budget, Budget Justification and other CDHS/TCS required forms are not received by CDHS/TCS within 45 calendar days of being negotiated by CDHS/TCS and the awardee.

In the event that CDHS/TCS is unable to execute a contract with the initial successful agency, CDHS/TCS reserves the right to continue the evaluation of the applications and select the application that next most closely meets the requirements specified in this RFA, and that received a passing score of at least 75 points.

CDHS/TCS reserves the right to withdraw any award or negotiate the Scope of Work of any proposed projects or proposed project components if another agency funds the applicant to perform similar activities submitted under this RFA or if the proposed activities duplicate the activities or roles of other local, state or national objectives.

CDHS/TCS reserves the right to fund any or none of the applications submitted in response to this RFA. CDHS/TCS may also waive any immaterial deviation in any application. CDHS/TCS waiver of any immaterial defect(s) shall not excuse an application from full compliance with the contract terms if a contract is awarded.

#### **F. Appeals Process**

Only those agencies that submit an application consistent with the mandatory requirements of this RFA and are not funded may appeal. There is no appeal process for applications that are submitted late or are incomplete. Applicants may not appeal their funding level. Letters of appeal must be received no later than 5 p.m. on Monday, August 28, 2000, at the address indicated below. E-mail transmitted documents will not be accepted. Appeals shall be limited to the grounds that CDHS/TCS failed to correctly apply the standards for reviewing your agency's application in accordance with this RFA.

The appellant must file a written appeal, which includes the issue(s) in dispute, the legal authority or other basis for the appellant's position, and the remedy sought. Incomplete appeals will be rejected. Appeals must be mailed or faxed to:

Donald O. Lyman, M.D., Chief, or designee  
Division of Chronic Disease and Injury Control  
California Department of Health Services  
P. O. Box 942732, M.S. 504  
Sacramento, CA 94234-7320  
FAX: (916) 327-5424

At his sole discretion, the Chief of the Division of Chronic Disease and Injury Control or his designee may hold an appeal hearing with each appellant and then come to a decision based on the combination of the written appeal letter and the evidence presented at the hearing or based on the written appeal letter if no hearing is conducted. The decision of the Chief of the Division of Chronic Disease and Injury Control or his designee shall be final. Appellants will be notified in writing within fifteen (15) working days of their hearing date or the consideration of the written appeal letter if no hearing is conducted.